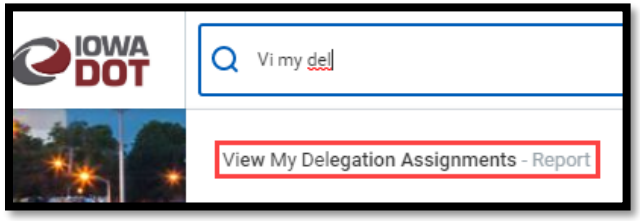
DELEGATED TASKS

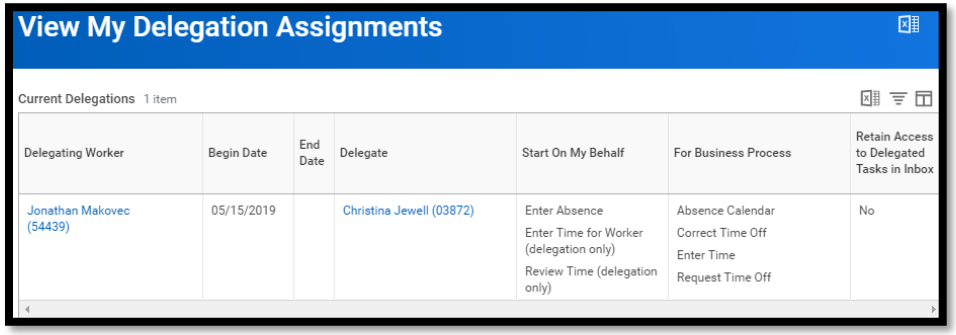
VIEW MY DELEGATION ASSIGNMENTS

From the **Search Bar**:

1. Type in View My Delegation Assignments and click on it.



2. This is a great way to view who delegated tasks to you and what they delegated.
   a. **Start on My Behalf** – These are business processes that you can start for the supervisor or person who delegated tasks to you.
   b. **For Business Processes –** There are the delegated tasks that will show up in your inbox. This will give the ability to approve absences, time, or expenses for the person who delegated tasks to you.

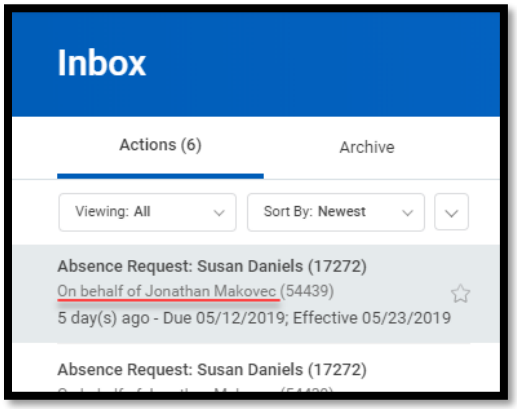


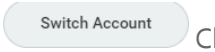
SWITCHING ACCOUNTS

To start and complete tasks for the supervisors who delegated tasks to you, you will be required to switch accounts to complete the tasks.

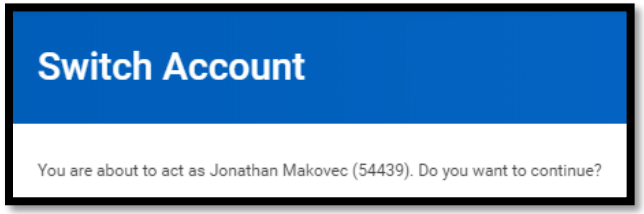
Responding to Inbox Tasks

1. In your personal inbox, open any of the tasks you want to do on behalf of the delegator.



2. You will see a button that says 

Click on it.
3. It will ask if you are sure you want to act as the delegator.



4. Click **Ok.**
5. You will now be in the **Delegation Dashboard.**
6. Click on the **Inbox** to view the tasks that you can do.

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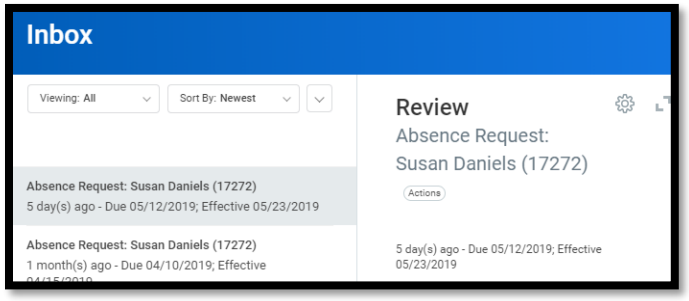
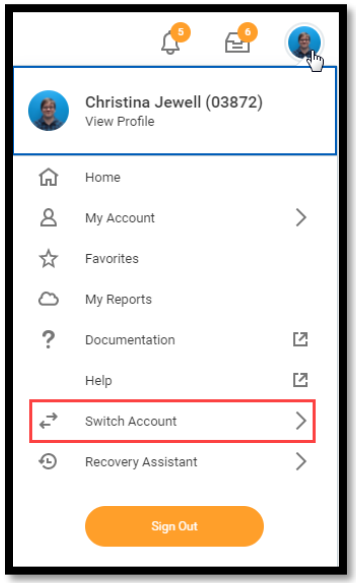
7. Click on any task and you will now be able to review and complete the task.



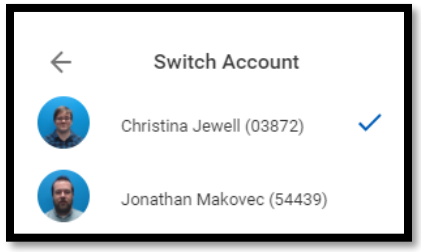
8. Select Approve, Deny, Send Back, or Cancel at the bottom of the tasks to complete it.

Start on My Behalf Tasks

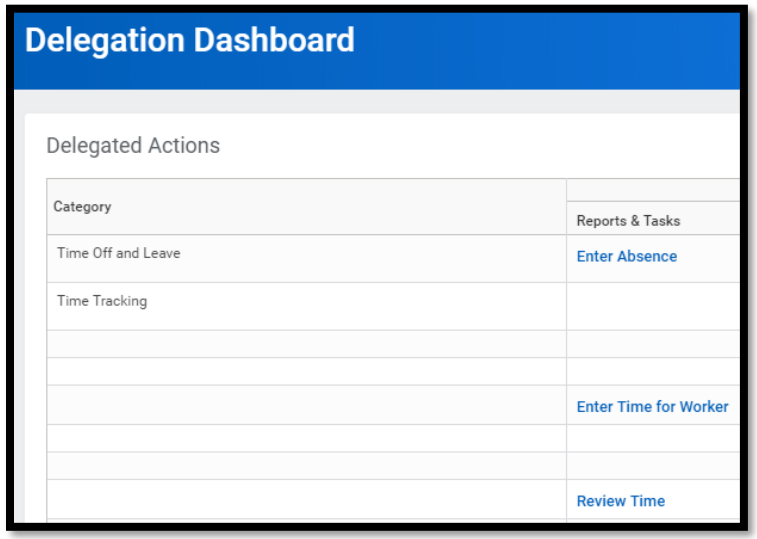
1. Click on your Profile Picture and then click on Switch Account (this option will only show up if tasks have been delegated to you.)



2. Click on the account you want to switch to. The check mark shows you which account you are currently in.



3. You are now in the **Delegation Dashboard** and will be able to see what tasks you can start on behalf of the delegator.



4. To select any of the tasks simply click on the blue link and you will be taken to that task.

5. When you are finished you will need to switch accounts back to your own, following the same steps above.

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COMMENLY DELEGATED TASKS

TIME & ABSENCE

1. Start on My Behalf
   a. **Enter Time –** Time off requests for yourself and workers (employees/subordinates)
   b. **Correct Absence –** Time off request corrections for yourself and workers
   c. **Enter Time My Time –** Enter/Submit your timesheet
   d. **Enter Time for Worker –** Enter/Submit timesheets for workers
   e. **Review Time** – Review/Approve timesheets for workers in mass outside of Inbox
2. Do Inbox Tasks on My Behalf (Approvals, Reviews)
   a. **Request Time Off –** Approve time off
   b. **Correct Time off –** Approve corrections to previously approved time off
   c. **Enter Time –** Approve submitted timesheets
   d. **Assign Work Schedule** – Approve work schedule change requests

EXPENSES

1. Start on My Behalf
   a. **Create Expense Report –** Your expense report (currently cannot delegate creating expense reports for workers)
2. Do Inbox Tasks on My Behalf (Approvals, Reviews)
   a. **Expense Report Event –** Review/Approve Expense Reports

STAFFING

1. Start on My Behalf
   a. **Change Job –** Promotions, Transfers, Demotions
   b. **Hire Employee –** New Employee Hires
   c. **Create Job Requisition –** Request to fill open position
   d. **Edit Job Requisition –** Edits to existing job requisitions
   e. **Close Job Requisition** – Close uncompleted job requisitions
   f. **Terminate Employee –** Retirement, terminations
   g. **Setup Onboarding -** Onboarding process for new hires
2. Do Inbox Tasks on My Behalf (Approvals, Reviews)
   a. **Change Job –** Promotions, transfers, demotions
   b. **Hire –** New employee hires
   c. **Job Requisition**
   d. **Job Requisition Change**
   e. **Close Job Requisition**
   f. **Propose Compensation Change –** Within grade pay increases
   g. **Propose Compensation Hire**
   h. **Request Compensation Change** - Within grade pay increases
   i. **Termination**
   j. **Setup Onboarding**

Your screens and processes may vary somewhat from this document.
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